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Acting Executive

29 September 1950

Management Officer

Training Division Table of Organization

1. Tab A reflects the present table of organization for the Training Division and a proposed table of organization for such Division. Positions shown with an asterisk on the proposed table of organization are new positions which are being requested.

2. Comments on the requested positions are as follows:

a. Office of the Chief - Administrative Officer and Clerk-typist
The functions of the Administrative Officer in Training Division include preparing the annual budget, maintaining an unvouch-
ered revolving fund with sub-accounts for various training offices,
arranging for facilities and supply support for the training area
at [REDACTED], and seven safe houses, maintaining accountability
for property at training areas, renting rooms for covert training
and other normal administrative duties. Due to the various loca-
tions of training facilities and variety of duties to be performed,
an additional Administrative Officer appears justified. The
addition of one Clerk-typist for the Office of the Chief is
required to perform routine typing and filing duties.

b. Special Projects Staff - Six positions
At the time the existing table of organization was pre-
pared it was thought that branch chiefs could perform many extra
duties in addition to regular branch duties. It has been found
that branch chiefs are fully occupied in their own fields of
training and can perform additional functions only at the expense
of their primary missions. Additional duties to be performed
are in part:

- (1) Instructor training and guidance instruction.
- (2) Advice and assistance to the operating divisions of
Office of Special Operations and Office of Policy Coordination
regarding special training of indigenous personnel overseas.
- (3) Planning, coordination and/or conduct of the training
of foreign personnel within the United States.
- (4) Conduct of special training for Office of Special
Operations/Office of Policy Coordination staff personnel such
as the Rapid Reading Course.

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- (6) Training liaison with outside agencies.
- (7) Compilation of special manuals for the use of Office of Special Operations/Office of Policy Coordination staff case officers in special overseas training.
- (8) Preparation of Office of Special Operations/Office of Policy Coordination training requirements for mobilization.
- (9) Training of Office of Special Operations/Office of Policy Coordination reserve personnel for mobilization.

This Staff is of the opinion that additional people are required to aid the Chief of Training Division in the conduct of the above functions but questioned the need for four professional people. The Chief of Training Division made strong representations to this Staff that the four would be required and based on his presentations it is recommended that the requested positions be authorized.

c. Training Materials Staff - One each Information and Editorial Specialist, Document Control Officer and Educational Specialist (Visual)

There are between 250 and 300 subjects being taught in the Training Division for which course folders with outlines of each course and lecture material must be prepared. Pilot folders only have been made at this time. In addition, case studies for the courses taught must be edited and published for student use. The addition of one Information and Editorial Specialist is required. In order to control, classify and index for inclusion in proper background material files the intelligence information flowing into the Training Division, one Document Control Officer is required. In relation to supplying visual aids to training activities in the United States and overseas the Chief of Training Division states that he is one and one-half years behind in work to be done. He has utilized where possible other facilities of the Agency to aid in reducing the backlog. It is impossible to do everything in the time desired, however, one additional visual aids specialist would improve the situation and is therefore recommended.

d. Staff Training Branch

Common Instruction Section - Instructor - Interim Study

In order to provide work assignments to students who have completed one course and are awaiting the entry into another course one instructor is required and is so recommended.

Advanced Specialized Section - Two Instructors

Under the present table of organization there is no provision for advanced specialized instruction in Escape and Evasion and International Communism. Since these programs are of major interest to Office of Special Operations and Office of Policy Coordination the approval of the positions is recommended.

Document No. 000

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e. Covert Training Branch - Two instructors and one Clerk-typist
Under the proposed table of organization there would be 13 professional personnel and 3 clerical personnel. The clerical ratio appears low, however, most of the work of this Branch is conducted outside government facilities. The third clerical person is required in the support of such professional employees.

With the present authorization the Chief of Training Division states that it is necessary to hold up the entrance of people into Office of Policy Coordination type covert training from six to eight weeks. Office of Policy Coordination requirements call for the covert training of 14 people each course which lasts two months. On this basis the ratio would be one instructor for each 2.8 or 3 students which for covert training appears reasonable.

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f. Area Training Branch

Under the present table of organization there is no provision for a headquarters staff at the area training activity at [REDACTED]

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Being a [REDACTED] there is need for a [REDACTED]. One medical technician is required to look after the well-being of the students and two clerical personnel are required for clerical support. In order to maintain the central heating plant for the area six firemen are required so that the boilers are in attendance seven days a week, 24 hours per day.

3. Recommendations

The proposed table of organization would allow an increase of 15 positions for departmental activities and 11 positions for the training area field activities. There are approximately [REDACTED] vacancies in the overseas table of organization. People to fill these positions will have to be trained.

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In view of the proposed expanded operations of Office of Policy Coordination as presented in supplemental budget estimates and in order to provide adequate training support for Office of Special Operations and Office of Policy Coordination it is recommended that the proposed table of organization (Tab A) be approved.

Funds for the additional positions would necessarily be taken from existing allotments to Office of Special Operations and Office of Policy Coordination pending action from the Bureau of the Budget on supplemental funds.

[REDACTED]
Management Officer

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Att: Tab A

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